



HOW TO APPLY



Using
USAJOBS[®]
and
Application Manager

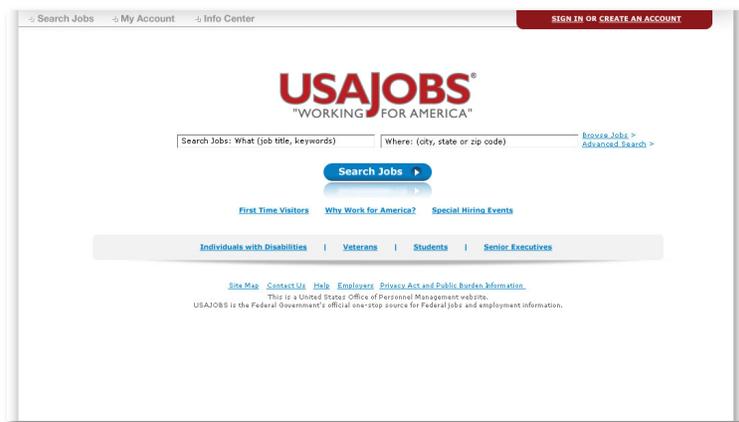


Department of
Veterans Affairs

STEP 1: Finding and Viewing a Vacancy Announcement

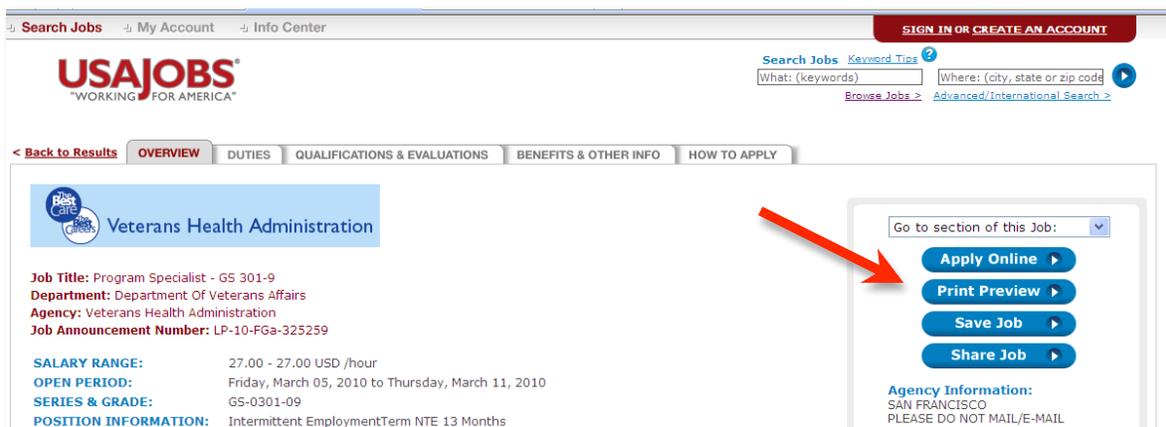
1A: Go to USAJOBS and Search for a Job

- Go to www.usajobs.gov
 - Search for a job:



1B: Read and Print the Vacancy Announcement

- Click on any of the tabs (i.e., *Overview*, *Duties*, *Qualifications and Evaluations*, *Benefits and Other Info*, and *How to Apply*) to view that section of the vacancy announcement. Or you can scroll down the page to see the rest of the announcement.
- Take care to read entire vacancy announcement and print the announcement.
 - Look in the box to the right side of the screen in the vacancy announcement and click **Print Preview** to view the entire vacancy announcement on one page which can be easily printed:



- **Print** the vacancy announcement. You can also save this link in My Account so you can quickly find the announcement again.
- Document the Vacancy Identification Number. This is the last 6 digits of the Job Announcement Number (i.e. 325259):

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The USAJOBS logo is prominently displayed. A search bar is visible with fields for 'What: (keywords)' and 'Where: (city, state or zip code)'. Below the search bar, there are tabs for 'Back to Results', 'OVERVIEW', 'DUTIES', 'QUALIFICATIONS & EVALUATIONS', 'BENEFITS & OTHER INFO', and 'HOW TO APPLY'. The 'OVERVIEW' tab is selected. The job announcement is for the 'Veterans Health Administration'. The job title is 'Program Specialist - GS 301-9'. The department is 'Department Of Veterans Affairs'. The agency is 'Veterans Health Administration'. The job announcement number is 'LP-10-FGa-325259'. A red arrow points to this number. Other details include salary range (27.00 - 27.00 USD /hour), open period (Friday, March 05, 2010 to Thursday, March 11, 2010), series & grade (GS-0301-09), position information (Intermittent EmploymentTerm NTE 13 Months), and promotion potential (09). On the right side, there are buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below these buttons is the 'Agency Information' section, which includes 'SAN FRANCISCO' and 'PLEASE DO NOT MAIL/E-MAIL APPLICATIONS'.

★ IMPORTANT! ★

Document the Vacancy Identification Number!

- The last 6 digits of this number are required to return to the vacancy announcement
- This is NOT the USAJOBS Control Number

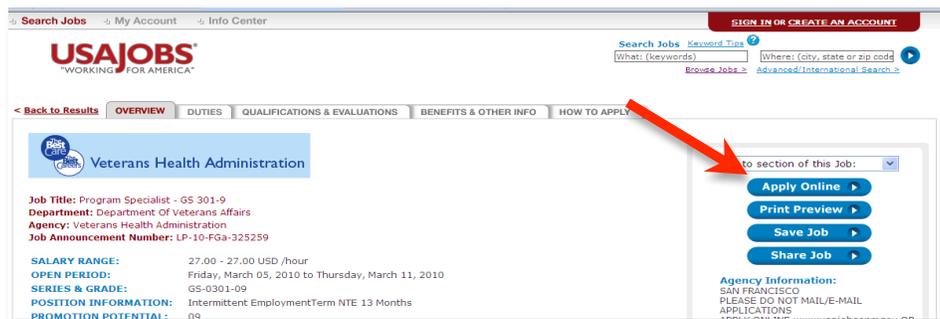
Refer to the Applicant Checklist provided in the vacancy announcement

- This provides special application instructions and requirements

STEP 2: Starting the Online Application Process

2A: Apply Online

- At the floating window on the right of the announcement, click **Apply Online**:



★ IMPORTANT! ★

Do not apply using someone else's account. This may lead to incorrect information being submitted with your application.

If you have an existing USAJOBS account

- Enter your username and password
 - If you have forgotten your username and password click **Forgot Password** and follow instructions (Note: you will have to return to the vacancy announcement and click **Apply Online** to restart the application process)
- Click **Log In**
- Skip to step **2F: Select Resume and Any Supporting Information** (page 11)

2B: Create USAJOBS Account

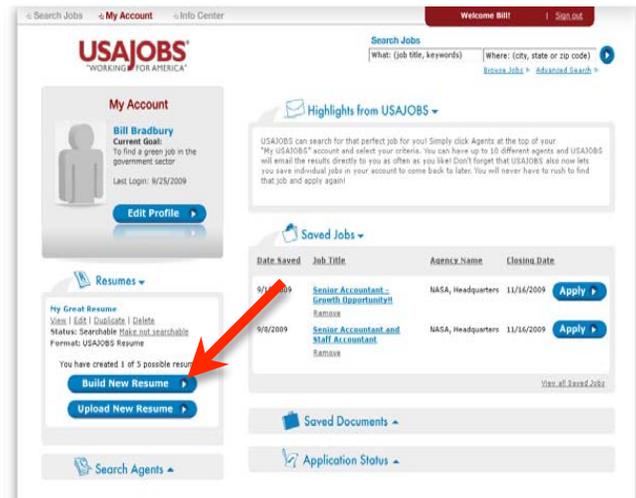
- Click **Create an Account** link in the top right-hand corner.
 - This will open the Create New Account page:

- Complete all required information
 - Document your User Name and Password for future reference
 - Click **I Agree. Create My Account.** after completing your information:

★ NOTE ★

- You will be prompted to edit your username if it is not unique
- Your password must contain a special character, a number, and be at least 8 characters in length
- Document your Username and Password for future reference!

- At the welcome page for your account, select **Build New Résumé** to create a résumé or, if you already have one, you can upload your existing résumé by clicking on **Upload Résumé**.



★ IMPORTANT! ★

If you upload your résumé, make sure it contains all the information needed to be considered, such as:

- Dates position was held (month and year)
- Whether a job was part time or full time
- Description of duties performed in the job

2C: Create Résumé

- Click **Build New Résumé**
 - This opens the Getting Started section of Résumé Builder:

Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities. [Check out a Sample Resume](#)

1. **Getting Started** 2. Experience 3. Related Information 4. Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

Confidential Non-Confidential

Candidate Information ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

* Name Your Resume [What is this?](#)

- Complete the required information for the Experience and Related Information sections.
 - Click **NEXT** after completing each section
- This will open the Finishing Up section of Résumé Builder
 - Click **Activate Resume**:

Resume Builder

1. Getting Started 2. Experience 3. Related Information 4. **Finishing Up** [Preview your resume as you build it!](#)

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Make Searchable ?

Activating your resume will allow recruiters to find your resume during resume searches.

Activate Resume

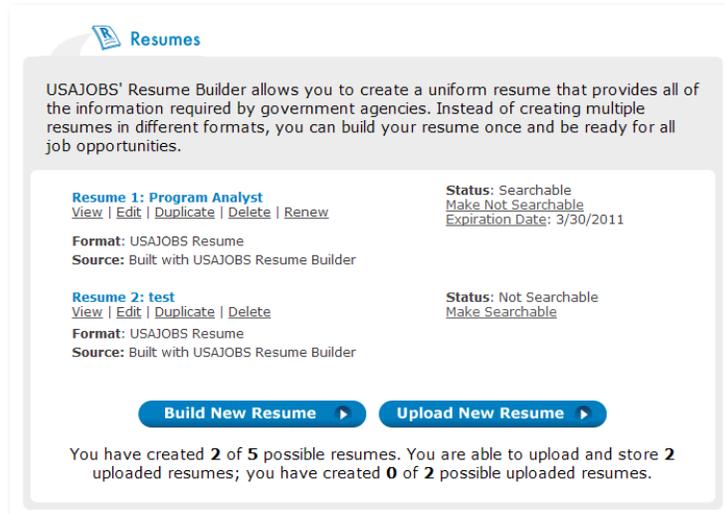
OR

Save your resume. To make future changes to your resume, click Resumes on your My USAJOBS home page.

Save for Later

Previous

- This will open the Résumés section of My USAJOBS where you will see your résumé listed:



Resumes

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Resume 1: Program Analyst
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)
 Status: Searchable
 Make Not Searchable
 Expiration Date: 3/30/2011
 Format: USAJOBS Resume
 Source: Built with USAJOBS Resume Builder

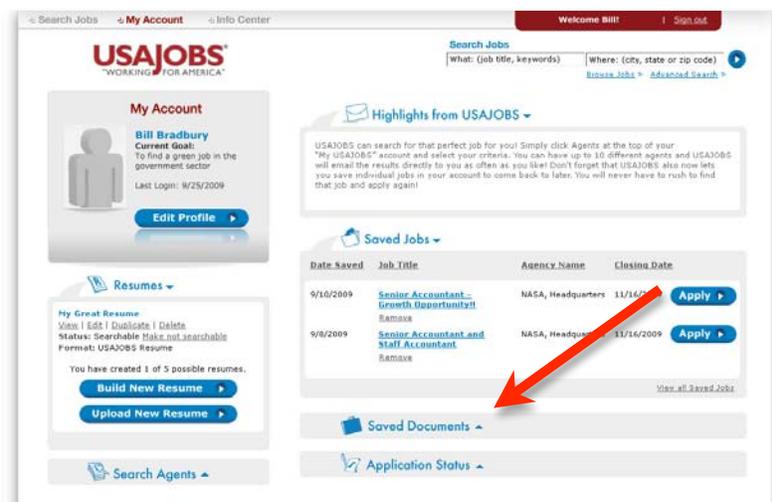
Resume 2: test
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)
 Status: Not Searchable
 Make Searchable
 Format: USAJOBS Resume
 Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

You have created **2** of 5 possible resumes. You are able to upload and store **2** uploaded resumes; you have created **0** of 2 possible uploaded resumes.

2D: Upload Any Supporting Documents

- Return to the main page and click on **Saved Documents**:



Search Jobs [My Account](#) [Info Center](#) Welcome Bill | [Sign out](#)

USAJOBS
WORKING FOR AMERICA

Search Jobs
 What: (job title, keywords) Where: (city, state or zip code)
[Browse Jobs](#) [Advanced Search](#)

My Account
 Bill Bradbury
 Current Goal: To find a green job in the government sector
 Last Login: 9/25/2009
[Edit Profile](#)

Resumes
 My Great Resume
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)
 Status: Searchable Make: not searchable
 Format: USAJOBS Resume
 You have created 1 of 5 possible resumes.
[Build New Resume](#)
[Upload New Resume](#)

Saved Jobs

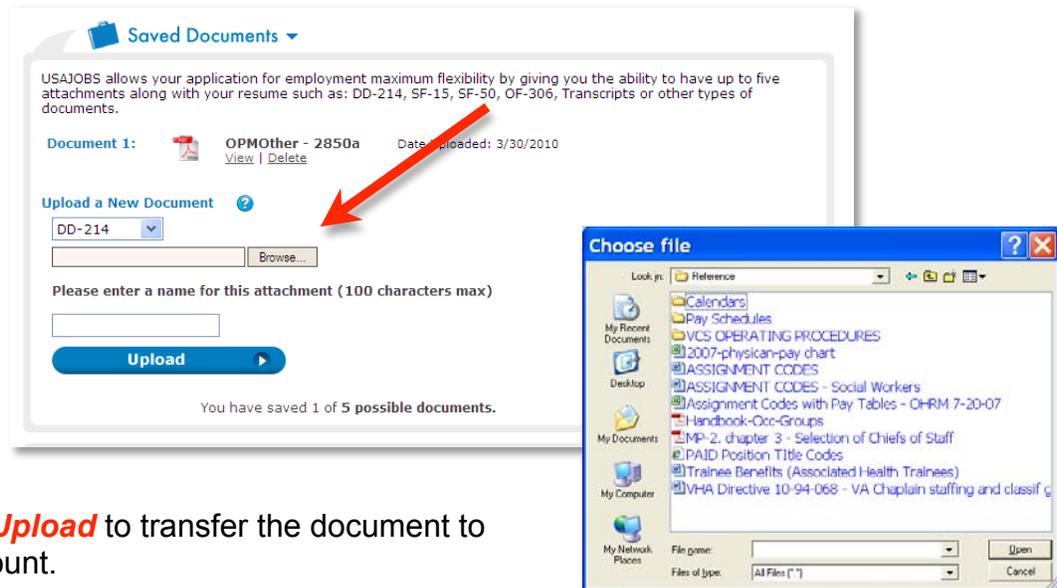
Date Saved	Job Title	Agency Name	Closing Date	
9/10/2009	Senior Accountant - Growth Opportunity Remove	NASA, Headquarters	11/14/2009	Apply
9/8/2009	Senior Accountant and Staff Accountant Remove	NASA, Headquarters	11/14/2009	Apply

[View all Saved Jobs](#)

[Saved Documents](#)

[Application Status](#)

- Upload all required documents individually
 - For each, select the document type it most closely fits: resume, transcript, veterans documentation, qualifications, or miscellaneous
 - Click **Browse**
 - Choose the document to upload from your computer:



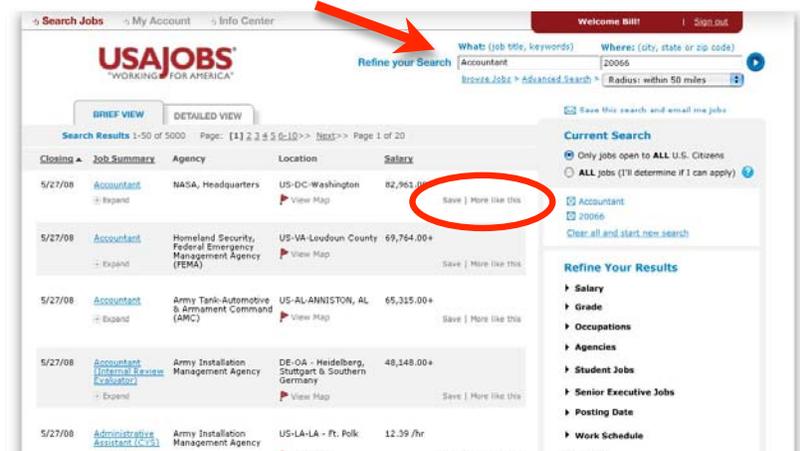
- Click on **Upload** to transfer the document to your account.

★ **Success!** ★

You have successfully created an account in USAJOBS and are ready to start the application process.

2E: Return to the Vacancy Announcement

- Click the **Browse Jobs** link in the upper right-hand corner of the My Account page.
- This will take you to the Basic Search page:



- In the Keyword Search field (see arrow), type the title or similar key for the vacancy announcement you wish to apply
 - You may also search for other jobs by selecting additional criteria
 - Now that you have an account, you can click **Save** (see circle) to save a link to the announcement in your account. Then just click on the saved link in My Account to return to the announcement.
- Scroll through the listings and click on one that interests you to see the full announcement.
- Repeat step: **2A: Apply Online**

2F: Select Résumé and Any Supporting Documents

- Click on the title of the résumé you created
 - This will highlight the title in blue
- Click on any additional documents you wish to include in your application
- Click the box by the certification statement to agree with the statement, then click the **Apply for this position now** button:

Please Note: If you are resubmitting or updating a previous application you must re-submit all required documents!

Apply Online to the following job:

Job Title: Voluntary Services Specialist
Agency: Department of Veterans Affairs, Department Of Veterans Affairs
Job Location: Washington DC Metro Area, District of Columbia

Resume - Select one of your stored resumes to send:

Select
 test
 TestUpload
 mediabridge
 title 38

Attachment(s) - Select one or more of your attachments to send:

Select
 Other (2850a)

I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or firing me after I begin work. I also understand that false or fraudulent statements may be punishable by imprisonment (18 U.S.C. 1001).

Apply for this position now! **Cancel**

★ NOTE ★

Return to this page at any time by repeating step 2E: **Return to the Vacancy Announcement** (page 10)

- Clicking on **Apply for this position now** will take you to USA Staffing® Application Manager: via a page where you click **Take me there now**:

USAJOBS
 "WORKING FOR AMERICA"

One moment please...

We are now bringing you to the system used by the

Department of Veterans Affairs

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 5 seconds, or...

Take me there now

- At the next window click the ***Proceed with my Application*** button:



STEP 3:

Completing Your Application in Application Manager

3A: Create an Account in Application Manager

- Click the **Proceed with my application** button to open the Log In page of Application Manager

★ NOTE ★

If you have previously created an account in Application Manager:

- You will be routed to the Biographic Information section of the Assessment
- Skip to step **3B: Complete the Assessment** (page 15)
- Ensure that all the information in this section is complete and accurate

- Select **Create an Account**
 - Enter your email address. This is to verify that you do not have an existing account.

- If no account is found, click ***I'm done checking for accounts:***

Application Manager

Create an Account

Email → User Name → Security Info

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.

Please enter your email address. You will be able to check multiple addresses.

Email:

No account(s) found for: vaapplicant@va.gov

This is a U.S. Government System.
[Full Terms and Conditions](#)

- Select the correct email address. If the address you want to use is not listed (for example, you made a typing error), return to the login page and start over by clicking ***Create Account.*** Then repeat the steps above.
- Click ***Create account with this address***
- Make up a user name for your account. This is the name you will use to access your account in the future. This must be between 6 and 8 characters in length
- Enter this user name and then click ***Create user name***

Application Manager

Create an Account

Email → User Name → Security Info

Create a user name for your Application Manager account.

User Name:

This is a U.S. Government System.
[Full Terms and Conditions](#)

★ IMPORTANT! ★

- Document your User Name and Password for future reference!
- You will be prompted to edit your user name if it is not unique

- Complete the requested information (password and answer to secret question).
- Click **Proceed to Application Manager**



★ IMPORTANT! ★

To apply, you must complete the Assessment in Application Manager

- This will ask you for your biographic information and information about your training and experience
- Take care to answer all questions correctly

3B: Complete the Assessment

- This will open the Biographic Information section of the Assessment:

★ **NOTE** ★
 The Navigation Bar in the upper left corner indicates what section of the Assessment you are in and how many are left to complete.

- Complete all required information
- Click **Next**
- Repeat for each section of the Assessment:

3C: Re-using and Uploading Documents in Application Manager

- Click on **Re-Use Documents** to open the Re-use Documents section of the application process:

The screenshot displays the 'Documents in Application Package for Vacancy:299321' section. On the left is a navigation menu with options: Section 5, Section 6, Section 7, Section 8, ReUse Documents (selected), Upload Documents, Submit My Answers, and View/Print My Answers. The main content area shows a table of documents already included in the application package:

Document Type	Received	Source	Status	Original File Name
Resume	4/12/2010 2:29:16 PM	USAJOBS	Processed	
Veterans Documentation	4/12/2010 2:43:51.10 PM	Upload	Processed	Resume.doc

Below this table is explanatory text: 'Documents in the above table have already been included in your Application Package for this vacancy. Documents in the table below were submitted to a previous Application Package and can be re-used in this Application Package. To re-use one or more documents, check the boxes for the documents you want to include in this Application Package and click the "Include Selected Documents" button. If you do not want to re-use any documents, click the "Next" button to continue to the Document Upload page.' Another note states: 'Documents are listed in this table in order from newest to oldest within each source (Fax, Upload, USAJOBS). You can change the order by clicking on the column headings.'

The 'Documents Available for Re-Use' section contains a table with columns: Add to Application Package, Document Type, Received, Source, Original File Name, and Source. Two documents are listed:

Add to Application Package	Document Type	Received	Source	Original File Name	Source
<input checked="" type="checkbox"/>	Resume	7/22/2009 3:44:56 PM	Upload	VA Test Applicant Resume.doc2395	
<input checked="" type="checkbox"/>	Resume	2/13/2009 3:23:10 PM	Upload	VA Professional Resume Ex23186	

At the bottom of this section are buttons: 'Re-Use Selected Documents', 'Hide Selected Documents', 'UnHide All Documents', 'Previous', 'Next', and 'Save'.

- This displays the resume submitted through USAJOBS and any supporting documents you chose in step **2F: Select Resume and Any Supporting Documents** (page 11). These documents will be forwarded automatically when you click the Submit button in Application Manager (see **step 3D: Submit My Answers** on page 19).
- Any documents previously submitted through Application Manager will be listed under Documents Available for Re-use
 - Select any documents to submit by checking the box next to them, if you want to add any of these documents to your application package.

★ NOTE ★

The **Documents in Application Package** will include the resume you created in USAJOBS

- Any documents previously submitted to vacancy announcements through Application Manager will be listed under **Documents Available for Re-use**
- Select any documents to submit by checking the box next to it

- Select **Next**
 - This will open the Upload Documents section of the online application process:

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with options like 'Biographic Information', 'Eligibility Information', and 'Upload Documents'. The main area displays application details for 'Voluntary Services Specialist' and includes a 'Upload Documents' section with instructions and a 'Documents On File' table.

Document Type	Received	Source	Status	Original File Name
Resume	4/12/2010 2:29:16 PM	USAJOBS	Processed	
Veterans Documentation	4/12/2010 2:43:51 PM	Upload	Processed	Resume.doc

- Documents may be uploaded as described in step **2F: Select Resume and Any Supporting Documents** (page 11). You do not have to upload documents in Application Manager if you have already uploaded the documents in your account in USAJOBS.
 - Click **Next**:

★ **NOTE** ★

Refer to the **Required Documents** and **Applicant Checklist** in the vacancy announcement for a complete list of required documents

- Failure to submit all applicable required documents may result in you not being considered for employment.

3D: Submit Application

- Click **Submit My Answers**:

The screenshot shows the 'Application Manager' interface for a user named 'VAEXAMPLE01'. The main content area is titled 'Submit My Answers' and contains the following text: 'In order for your answers to be processed so that you to be considered for the position, you must click the **Submit My Answers** button below. After you click **Submit My Answers**, provide any required Supporting Documents and be sure the **Application Package Status** page shows all steps are complete.'

Below this text is a 'Ready to Submit?' section with two radio buttons: 'Ready to Submit?' (selected) and 'Not ready?'. A red arrow points to the 'Submit My Answers' button next to the selected radio button. Below the buttons, there is a message: 'Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' and a question: 'What would you like to do next?'. The options are:

- Work on this Application Package some more. Use the Navigation Box in the upper left to go to the part you want to work on or review.
- Work on a different Application Package. Go to Application Manager Main. (with a 'Main' button)
- Leave Application Manager. (with a 'Logout' button)

★ IMPORTANT! ★

You must click **Submit My Answers** to apply!

- Failure to submit your answers will result in you not being considered for employment
- If you receive a warning that a section of the assessment is incomplete, return to that section using the Navigation Bar on the left and complete all required information.

- A confirmation of Submission message will appear:

The screenshot shows the 'Confirmation of your Submission to USA Staffing® Application Manager' message. The title is circled in red. The message text reads: 'Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records. Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully. If you have questions concerning this position or the application process, please contact the person identified in the job announcement.'

Below the message is a 'Submission Details' section with the following information:

- Job Title: Voluntary Services Specialist
- Job Announcement Number: DVA-09-HA299321
- Vacancy Identification Number (VIN): 299321
- USAJOBS Control Number: 1730335
- Submission Date and Time: 4/12/2010 2:59:54 PM
- Name: VA EXAMPLE
- Application Manager User Name: VAEXAMPLE01

At the bottom, there is a note: 'After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below. <https://ApplicationManager.gov>' and a 'Return to USAJOBS' link.

- Click **View/Print My Answers** on the Navigation Bar to see your answers
- Click the **Main** button to view the Status of your Application Package:
- Click **Logout** to exit Application Manager

★ **SUCCESS!** ★

You have successfully applied to this position!

STEP 4: Checking the Status of Application Packages

Sign-in to My Account at USAJOBS:

- Go to <http://my.usajobs.gov/Login.aspx>
 - Sign-in using the user name and password you created in step **2B: Create USAJOBS Account** (page 5)
- Click on Application Status to see the status of all Application Packages
 - For detailed information regarding your application, click on “more information.” This will take you to Application Manager for more detailed information about your application.

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status ?	USAJOBS Uploaded Document Status ?
9/30/2009	Deputy Program Director (Operations) Office Of Personnel Management Job Announcement Number: 09-343-LMW Pay Plan: GS-0343/14 Location: US-DC-Washington DC Metro Area	Closed	11/13/2009	Application Received more information...	None more information...

- At Application Manager, you can click the **Details** tab to view additional information on Assessments, Documents, Messages, and Application Package History:

Job Title: Voluntary Services Specialist
 Vacancy Identification Number: 299321
 Announcement Number: DVA-09-HA299321
 USAJOBS Control Number: 30335
 Applicant: VA EXAMPLE

Closing Date: Friday, May 14, 2010
 Contact: Office of the Coordinator - (913)758-9691
[View Announcement](#)

Change My Answers | Add Documents | Update Biographic Information | View/Print My Answers

Most information below pertains to the most recent version of your Application Package. [\(Explain This\)](#)

Details | Checklist

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Question	4/28/2010 2:59:54 PM	

Documents

* Security Alert: Protect your privacy

Status	Document Type	Source	Date Received	Original File Name
View Processed	Resume	USAJOBS	04/12/2010 02:29 PM	
View Processed	Veterans Documentation	Upload	04/12/2010 02:43 PM	Resume.doc
Not Received	Transcript			
Not Received	Qualifications			
Not Received	Miscellaneous			

★ REMEMBER ★

Complete and up-to-date information on the status of your application packages can be found 24 hours a day in you're My Account and Application Manager accounts

- <http://my.usajobs.gov/Login.aspx>
- <https://ApplicationManager.gov>

ALTERNATIVE TO APPLYING ONLINE: Faxing Applications

★ NOTE ★

Applicants are STRONGLY ENCOURAGED TO APPLY ONLINE whenever possible

- Faxed applications may take 2-3 business days to process
 - The status of faxed applications will not be available online
 - DO NOT fax documents that have been submitted online
 - Faxed documents submitted with missing information will not be processed
-
- Applications may be faxed to 1-478-757-3144
 - You must complete your application using the OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf
 - This should go on top of your faxed documents
 - Include your resume and any supporting documents
 - Supporting documents may be faxed as an alternative to uploading
 - If an application has been completed online do not complete the 1203-FX
 - Use the required cover sheet for supporting documents <http://staffing.opm.gov/pdf/usascover.pdf>
 - DO NOT fax documents that have already been submitted online
 - Reference the vacancy announcement for more information on faxing

WHERE TO FIND HELP:



www.usajobs.gov

Search for Jobs • Create Resumes • Find Veteran's Employment Resources
Upload Documents • Much More



<https://ApplicationManager.gov>

Apply • View Application Status • View Previous Applications • Much More



PERFORMANCE BASED INTERVIEWING
Department of Veterans Affairs

www.va.gov/pbi

Find Tips on Preparing for an Interview • Find Tips for Conducting an Interview



VA Careers: Applications and Forms

http://www.vacareers.va.gov/l2_Jobs_Forms.cfm

Application Forms • Fax Cover Page • Application for 10-point Veterans Preference
